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You can read the recommendations in the user guide, the technical guide or the installation guide for KONICA MINOLTA BIZHUB 350. You'll find the answers to all your questions on the KONICA MINOLTA BIZHUB 350 in the user manual (information, specifications, safety advice, size, accessories, etc.). Detailed instructions for use are in the User's Guide.

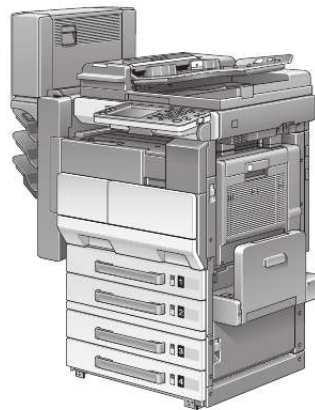
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The essentials of imaging

bizhub 350/250

User's Guide [Network Scanner Operations]



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. 13-13 200/250/350 x-11 x-12 200/250/350 1 Introduction Introduction 1 1 Introduction Thank you for choosing this machine. This User's Guide contains details on the operation methods required for using the network connection and scanner functions of the bizhub 200/250/ 350, precautions on their use, and basic troubleshooting procedures. Carefully read this User's Guide before using the machine, to ensure proper and efficient use. After reading the manual, store it in the designated holder so that it can easily be referred to when questions or problems arise during operation.

Views of the actual equipment may be slightly different from the illustrations used in this User's Guide. 200/250/350 1-3 1 1.1 Energy Star® Introduction As an ENERGY STAR® Partner, we have determined that this machine meets the ENERGY STAR® Guidelines for energy efficiency. What is an ENERGY STAR® Product? An ENERGY STAR® product has a special feature that allows it to automatically switch to a "low-power mode" after a period of inactivity.

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This manual is intended for users who understand the basic operations of computers and the machine. For operating procedures of the Windows or Macintosh operating system and application programs, refer to the respective manuals. Notations Product name bizhub 200/250/350 Internal network controller Microsoft Windows 98 Microsoft Windows Me Microsoft Windows NT 4.0 Microsoft Windows 2000 Microsoft Windows XP When the operating systems above are written together Notations in the manual This machine, 200/250/350 Printer controller Windows 98 Windows Me Windows NT 4.0 Windows 2000 Windows XP Windows 98/Me Windows NT 4.0/2000/XP Windows 95/98/Me/NT 4.0/2000/XP Images that are used Generally, the touch panel screens and application windows that appear in this manual show that the options have not been installed.



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1-8 200/250/350 Introduction 1 1.4 User's Guides The following User's Guides have been prepared for this machine. User's Guide Copy Operations This manual contains details on basic operations and the operating procedures for the various copy functions.

- Refer to this User's Guide for details on operating procedures for copy functions, including precautions on installation/use, turning the machine on/off, loading paper, and troubleshooting operations such as clearing paper misfeeds. User's Guide Network Scanner Operations (this manual) This manual contains details on specifying network functions for standard equipment and on operations for scanning functions. - Refer to this User's Guide for details on operating procedures for network functions and for using the Scan to E-Mail, Scan to FTP, Scan to SMB and Internet fax operations. User's Guide Box Operations This manual contains details on operating procedures for using the Box functions. - Refer to this User's Guide for details on using the Scan to HDD operation, on printing a proof copy or a locked job, and on functions using the optional hard disk.

User's Guide Print Operations This manual contains details on operating procedures using the standard built-in printer controller. - Refer to this User's Guide for details on operating procedures for using the print functions. 200/250/350 1-9 1 1.5 Explanation of manual conventions Introduction The marks and text formats used in this manual are described below. Safety advices 6 DANGER Failure to observe instructions highlighted in this manner may result in fatal or critical injuries in fact of electrical power.

% Observe all dangers in order to prevent injuries. 7 WARNING Failure to observe instructions highlighted in this manner may result in serious injuries or property damage. % Observe all warnings in order to prevent injuries and to ensure safe use of the copier. 7 CAUTION Failure to observe instructions highlighted in this manner may result in slight injuries or property damage. % Observe all cautions in order to prevent injuries and to ensure safe use of the copier. Sequence of action 1 2 The number 1 as formatted here indicates the first step of a sequence of actions. Subsequent numbers as formatted here indicate subsequent steps of a sequence of actions. An illustration inserted here shows what operations must be performed. ? Text formatted in this style provides additional assistance. % Text formatted in this style describes the action that will ensure the desired results are achieved.

1-10 200/250/350 Introduction Tips 1 2 Note Text highlighted in this manner contains useful information and tips to ensure safe use of the copier. 2 Reminder Text highlighted in this manner contains information that should be reminded. ! Detail Text highlighted in this manner contains references for more detailed information. Special text markings [Copy] key The names of keys on the control panel are written as shown above. MACHINE SETTING Display texts are written as shown above. 200/250/350 1-11 1 1.6 CD-ROM configuration The printer controller CD-ROMs consist of the following: - User Software CD-ROM - PostScript Printer Driver CD-ROM (Win/Mac) Introduction Each CD-ROM contains printer drivers (for Windows and for Macintosh) and utilities as well as screen fonts and documentation, such as the User's Guides and release notes. Browse through the CD-ROMs for the desired folders and files. - The folder and file names may not be listed below starting from the root directory. - Use all of the files in each language folder.

1-12 200/250/350 2 Features Features 2 Features Scan to E-Mail The Scan to E-Mail operation is used to send images scanned on this machine as e-mail attachments. By registering a destination with a one-touch dial button, paper documents can be sent by e-mail simply by touching a button in the One-Touch screen. - The original document is attached to an e-mail (MIME format) and sent as an image file in the TIFF format or the PDF format. In order to view the received image on a computer, e-mail software that supports the MIME format and software that displays the TIFF format or PDF format must be installed. - Images in the TIFF format can be viewed with a TIFF viewer, which is standard in Windows.

- Images in the PDF format can be viewed with Adobe Reader. - This machine must be connected to a LAN, and the network settings must be specified. For details, refer to Chapter 2, "Setup" on page 3-3. - For details, refer to Chapter 3, "Scan to E-Mail" on page 4-3. E-mail server Client computer 2 2.

1 Intranet Internet E-mail server Client computer 200/250/350 2-3 2 2.2 Scan to FTP Features The Scan to FTP operation is used to upload the scanned data of an original document to an FTP sever on a network. By registering a destination with a one-touch dial button, paper documents can be converted into data and uploaded simply by touching a button in the One-Touch screen. The uploaded data can be downloaded to a computer on the network. - The original document is sent as an image file in the TIFF format or the PDF format. - You can specify whether to have an e-mail message sent to notify you of the location where the data was saved when the FTP transmission is complete (E-mail Notification function). - This machine must be connected to a LAN, and the network settings must be specified. For details, refer to Chapter 2, "Setup" on page 3-3. - For details, refer to Chapter 4, "Scan to FTP" on page 5-3. FTP server Intranet Internet FTP server 2-4 200/250/350 Features 2 Scan to SMB The Scan to SMB operation is used to send the scanned data of an original document to a shared folder on a computer on the network.

By registering a destination with a one-touch dial button, paper documents can be converted into data and sent simply by touching a button in the One-Touch screen. In order to perform a Scan to SMB operation, a shared folder must be specified in advance on the computer where the data is to be received. In addition, full-width characters and half-width katakana should not be used to name the shared Windows folder. - The original document is sent as an image file in the TIFF format or PDF format. - You can specify that an e-mail message be sent to notify the recipient of the location where the data was saved when the Scan to SMB operation is complete (E-mail Notification function). - Images in the TIFF format can be viewed with a TIFF viewer, which is standard in Windows. - Images in the PDF format can be viewed with Adobe Reader. - This machine must be connected to a LAN, and the network settings must be specified. For details, refer to Chapter 2, "Setup" on page 3-3. - For details, refer to Chapter 5, "Scan to SMB" on page 6-3.



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Input Administrator Code.

Utility/Counter Administrator Code Cancel Enter Memory Free 100% 200/250/350 3-7 3 4 Touch [Admin. 2]. Setup Utility/Counter Administrator Management Enter Admin.1 Admin.2 Memory Free 100% 5 Touch [Network Settings]. Utility/Counter Administrator Management 2 Network Settings Printer Setting Enter Software SW Ping Delete Job SSL/TLS Memory Free 100% 3-8 200/250/350 Setup 3 6 Specify each network setting, and then touch [Enter]. Network Setting Basic Settings Enter DNS Settings SMTP Settings Mail/Scan Settings Machine Name POP3 Settings Scanner Settings Frame Type Set LDAP Setting Memory Free 100% 7 To apply the settings specified on a screen that is displayed by touching a button marked with , turn the machine off, then on again. When turning the machine off, then on again, be sure to wait at least 10 seconds after turning the machine off before turning it on again. The settings may not be applied correctly if the machine is turned on immediately after it is turned off. Turn the power off and then on to use new setting.

Cancel Memory Free 100% 8 Touch [Enter] until the first screen appears. 200/250/350 3-9 3 3.3 Basic Settings Settings Settings can be specified for the following. Item DHCP IP Address Setting Subnet Mask Gateway Self-Domain Name Description Setup Specify whether to acquire an IP address automatically from the DHCP server or use a fixed IP address. Set the machine's IP address. Specify when "DHCP" is set to "IP Input". Enter the subnet mask of the network to be connected. Specify when "IP Input" was selected in [DHCP]. Enter the gateway address of the network to be connected. Specify when "DHCP" is set to "IP Input".

Specify the domain name of this machine. Specify when performing direct fax transmission over an e-mail server. For specifying the domain device settings, refer to the User's Guide [Facsimile Operations]. 2 Note To send a direct fax, the optional fax kit is required. Network Board Set Specify the network board (LAN board) transmission speed.

3-10 200/250/350 Setup DHCP 3 1 2 In the Network Setting screen, touch [Basic Settings]. Touch [DHCP]. Basic Settings DHCP IP Address Setting Subnet Mask Gateway Self-Domain Name Network Board Set Cancel Enter IP Input . . . Auto Memory Free 100% 3 To use the DHCP server, touch [Auto-Obtain]. To use a fixed IP address, touch [IP Input]. When [IP Input] was selected, specify the settings for "IP Address Setting" and "Subnet Mask". This unit is DHCP compatible.

Input IP address when DHCP is not required. Utility/Counter DHCP Cancel Enter Auto-Obtain IP Input Memory Free 100% 4 Touch [Enter]. 200/250/350 3-11 3 IP Address Setting Specify a setting when "DHCP" is set to "IP Input". Setup 1 2 In the Network Setting screen, touch [Basic Settings]. Touch [IP Address Setting]. Basic Settings DHCP IP Address Setting Subnet Mask Gateway Self-Domain Name Network Board Set Cancel Enter IP Input . . . Auto Memory Free 100% 3 Use the keypad to type in the IP address.

You cannot specify an IP address that begins with 0, 127, or 224 or higher. When less than three digits are entered, use [)] to move the cursor to the next number. Enter IP Address. Utility/Counter IP Address Setting Cancel Enter 192.168.

1 .20 Delete Memory Free 100% 4 Touch [Enter]. 3-12 200/250/350 Setup Subnet Mask Specify a setting when "DHCP" is set to "IP Input". 3 1 2 In the Network Setting screen, touch [Basic Settings]. Touch [Subnet Mask]. Basic Settings DHCP IP Address Setting Subnet Mask Gateway Self-Domain Name Network Board Set Cancel Enter IP Input . . . Auto Memory Free 100% 3 Use the keypad to type in the IP address. When less than three digits are entered, use [)] to move the cursor to the next number. Enter Subnet Mask. Utility/Counter Subnet Mask Cancel Enter 255.255.255.

0 Delete Memory Free 100% 4 Touch [Enter]. 200/250/350 3-13 3 Gateway Specify a setting when "DHCP" is set to "IP Input". Setup 1 2 In the Network Setting screen, touch [Basic Settings]. Touch [Gateway]. Basic Settings DHCP IP Address Setting Subnet Mask Gateway Self-Domain Name Network Board Set Cancel Enter IP Input . . . Auto Memory Free 100% 3 Use the keypad to type in the IP address. You cannot specify an IP address that begins with 0, 127, or 224 or higher. When less than three digits are entered, use [)] to move the cursor to the next number. Enter Gateway. Utility/Counter Gateway Cancel Enter 192.168.100.

30 Delete Memory Free 100% 4 Touch [Enter]. 3-14 200/250/350 Setup Network Board Set Settings can be specified for the following. Network Board Speed Item Auto 100M 10M Description 3 Selects the transmission speed automatically by auto-negotiation. Specifies the transmission speed to 100 Mbps manually when the transmission speed could not be selected automatically. Specifies the transmission speed to 10 Mbps manually when the transmission speed could not be selected automatically. Duplex Item Full Duplex Half Duplex Description Performs the transmission in the Full Duplex mode. Performs the transmission in the Half Duplex mode. To specify the network board settings 1 2 In the Network Setting screen, touch [Basic Settings]. Touch [Network Board Set]. Basic Settings DHCP IP Address Setting Subnet Mask Gateway Self-Domain Name Network Board Set Cancel Enter IP Input . . . Auto Memory Free 100% 200/250/350 3-15 3 3 Touch [Network Board Speed], and then select the transmission speed. Setup "Auto" is the usual setting. Select "100M" or "10M" only if the transmission cannot be properly performed with "Auto" selected. Select speed of network board. Utility/Counter Network Board Speed Cancel Enter Auto 100M Status : 100M 10M Memory Free 100% 4 5 Touch [Enter]. Touch [Duplex] if "Network Board Speed" is set to "100M" or "10M". Set Network Board Settings. Utility/Counter Network Board set Network Board Speed Duplex Cancel Enter 100M HalfDuplex Memory Free 100% 3-16 200/250/350 Setup 3 6 Specify a duplex mode, and then touch [Enter]. Select network board duplex. Utility/Counter Auto Duplex Unit Cancel Enter HalfDuplex FullDuplex Status : HalfDuplex Memory Free 100% 7 Touch [Enter]. 200/250/350 3-17 3 3.4 DNS Settings Settings can be specified for the following.

Item DNS Setting Description Setup Specify "YES" or "NO" for the DNS (Domain Name System).



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When using a DNS server within a network, specify "YES". When not using a DNS server within a network, specify "NO". When using an external server such as an Internet provider, specify "NO" if the IP address of the e-mail server is public. If the DNS name of the e-mail server is public and the IP address is not public, specify "YES". For details on the network environment, contact the network administrator. Specify the host name of this machine. Contact the network administrator for the information to be entered. Specify when "DNS Setting" is set to "YES". Specify the domain name of the DNS server.

Contact the network administrator for the information to be entered. Specify when "DNS Setting" is set to "YES". Specify the IP addresses of the DNS server. Contact the network administrator for the information to be entered. Specify when "DNS Setting" is set to "YES".

Host Name Domain Name DNS Server Address 3-18 200/250/350 Setup DNS Setting 3 1 In the Network Setting screen, touch [DNS Settings]. Network Setting Basic Settings Enter DNS Settings SMTP Settings Mail/Scan Settings Machine Name POP3 Settings Scanner Settings Frame Type Set LDAP Setting Memory Free 100% 2 To use the DNS server, touch [YES]. If the DNS server is not to be used, touch [NO]. If "YES" is selected, specify settings for "Host Name", "Domain Name", and "DNS Server Address". DNS Setting YES Host Name Domain Name DNS Server Address NO Cancel Enter Memory Free 100% 3 Touch [Enter].

200/250/350 3-19 3 Host Name Setup 1 2 In the DNS Setting screen, touch [Host Name]. Type in the host name of this machine, and then touch [Enter]. Host Name TEST001 Cancel Enter Del. E S D X C R F V T G B Y H N U J M Caps Memory Free Q W A Z I K O L P 100% Domain Name 1 2 In the DNS Setting screen, touch [Domain Name]. Type in the domain name of the DNS server, and then touch [Enter]. Domain Name Cancel Enter Del. @ Q W A Domain Z S X E D C R F V T G B Y H N U J I K M. _ Alpha Caps Memory Free O L P , - 100% 3-20 200/250/350 Setup DNS Server Address 3 1 2 In the DNS Setting screen, touch [DNS Server Address]. Touch [DNS Server Address 1]. Max.

of DNS Server Addresses is 3. Utility/Counter DNS Server Address DNS Server Address 1 DNS Server Address 2 DNS Server Address 3 Enter . . . Memory Free 100% 3 Type in the IP address of DNS server 1, and then touch [Enter]. You cannot specify an IP address that begins with 0, 127, or 224 or higher. When less than three digits are entered, use [] to move the cursor to the next number. Input DNS Server Address. Utility/Counter DNS Server Address 1 Cancel Enter 192.

168.100.3 Delete Memory Free 100% 4 5 200/250/350 When specifying multiple DNS servers, type in the IP addresses for DNS server 2 and DNS server 3. Touch [Enter]. 3-21 3 3.

5 Machine Name Specify the name of this machine. Setup The machine name is used as part of the file name with Scan to E-Mail, Scan to FTP, Scan to SMB, Scan to HDD, and Internet faxing. In addition, part of the Subject line is used in Scan to E-Mail and Internet fax transmissions. To specify the machine name 1 In the Network Setting screen, touch [Machine Name]. Network Setting Basic Settings Enter DNS Settings SMTP Settings Mail/Scan Settings Machine Name POP3 Settings Scanner Settings Frame Type Set LDAP Setting Memory Free 100% 2 Enter the machine name. Up to 16 alphanumeric characters can be entered. Machine Name KMBT350 Cancel Enter Del. E S D X C R F V T G B Y H N U J M I K O L P Q W A Z Caps Memory Free 100% 3 Touch [Enter].

3-22 200/250/350 Setup 3 SMTP Settings Settings can be specified for the following. Item SMTP Server Address Description Specify when performing Scan to E-Mail or Internet faxing.

In addition, specify when using the E-Mail notification function with Scan to FTP, Scan to SMB or Scan to HDD. Contact the network administrator for the information to be entered. Enter the e-mail address of this machine. Contact the network administrator for the information to be entered. Specify the user name when using the e-mail transmission authentication (SMTP authentication) function. Contact the network administrator for the information to be entered. It is not necessary to specify the setting when the SMTP authentication user name and the POP3 user name are the same. Specify the password when using the e-mail transmission authentication (SMTP authentication) function. Contact the network administrator for the information to be entered. It is not necessary to specify the setting when the SMTP authentication password and the POP3 password are the same.

3.6 E-Mail Address SMTP Authentication User Name SMTP Authentication Password 2 Note The following appear when bits 6 and 2 of mode 380 are set to "1" in the Software Switch Setting screen. For details, refer to "Specifying software switch settings (machine functions)" on page 10-37. - SMTP Authentication User Name - SMTP Authentication Password 200/250/350 3-23 3 SMTP Server Address Setup 1 2 In the Network Setting screen, touch [SMTP Settings]. Touch [SMTP Server Address].

SMTP Settings SMTP Server Address E-Mail Address Cancel Enter . . . Memory Free 100% 3 Type in the SMTP server address. When "DNS Setting" is set to "YES", you can enter the IP address and the host name.

Enter SMTP Server Address. Utility/Counter SMTP Server Address Cancel Enter Host Name . . . Port Delete Memory Free 100% 3-24 200/250/350 Setup 3 4 To specify the host name, touch [Host Name], type in the host name, and then touch [Enter]. SMTP Server Address Cancel smtp.xyz.co.jp @ Q W A Domain IP input Enter Del. I J K M.

_ O L , P E S D X R F C T G V Y H B U N Z Port Alpha Caps Memory Free 100% 5 6 To change the port, touch [Port]. The Port screen appears. Type in the port number using the keypad, and then touch [Enter]. To return to the default setting, touch [Default]. Enter Port. Number. Utility/Counter Port Cancel Enter Default 25 1to65535 Delete Memory Free 100% 7 Touch [Enter]. 200/250/350 3-25 3 E-Mail Address Setup 1 2 In the Network Setting screen, touch [SMTP Settings]. Touch [E-Mail Address]. SMTP Settings SMTP Server Address E-Mail Address Cancel Enter .

. . . Memory Free 100% 3 Enter the e-mail address of this machine, and then touch [Enter]. E-Mail Address test01@test.local @ Q W A Domain Z S X E D C R F V T G Cancel Enter Del.

Y H B N U J I K M. _ O L , P Alpha Caps Memory Free 100% 3-26 200/250/350 Setup SMTP Authentication User Name 3 1 2 In the Network Setting screen, touch [SMTP Settings].



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Touch [SMTP Authentication User Name]. SMTP Settings SMTP Server Address E-Mail Address SMTP Authentication User Name SMTP Authentication Password Cancel Enter . .

Memory Free 100% 3 Type in the SMTP authentication user name, and then touch [Enter]. SMTP Authentication User Name Cancel Enter test01 @QW A Z S X E D C R F V T G B Y H N U J I K M . _ Del. O L , P SPACE Alpha Caps Memory Free 100% 200/250/350 3-27 3 SMTP Authentication Password Setup 1 2 In the Network Setting screen, touch [SMTP Settings]. Touch [SMTP Authentication Password]. SMTP Settings SMTP Server Address E-Mail Address SMTP Authentication User Name SMTP Authentication Password Cancel Enter . . . Memory Free 100% 3 Touch [New Password], type in the SMTP password, and then touch [Enter].

Change password. Utility/Counter Change Password New Password Confirm New Password Cancel Enter Memory Free 100% 4 Touch [Confirm New Password], type in the SMTP password again, and then touch [Enter]. 3-28 200/250/350 Setup 3 POP3 Settings Settings can be specified for the following. Item POP3 Server Address POP3 User Name POP3 Password Auto-RX Check Description Required setting for receiving Internet faxes. Contact the network administrator for the information to be entered. Specify the POP3 user name of this machine. Contact the network administrator for the information to be entered. Specify the POP3 password of this machine. Contact the network administrator for the information to be entered. Specify the interval at which to connect to the POP3 server and check for e-mail messages (Internet faxing). (1--99 minutes) 3.7 POP3 Server Address 1 2 In the Network Setting screen, touch [POP3 Settings]. Touch [POP3 Server Address]. POP3 Settings POP3 Server Address POP3 User Name POP3 Password Auto-RX Check . . Enter . Check OFF Memory Free 100% 200/250/350 3-29 3 3 Type in the POP3 server address using the keypad. Setup When "DNS Setting" is set to "YES", you can enter the IP address and the host name. Enter POP3 Server Address. Utility/Counter POP3 Server Address Cancel Enter Host Name . . . Port Delete Memory Free 100% 4 To specify the host name, touch [Host Name], type in the host name, and then touch [Enter]. POP3 Server Address pop3.xyz.co.jp @QW A Domain IP input Cancel Enter Del. R T F C V G B Y H N U J I K M . _ O L , P E S D X Z Port Alpha Caps Memory Free 100% 5 To change the port, touch [Port]. The Port screen appears.

3-30 200/250/350 Setup 3 6 Type in the port number using the keypad, and then touch [Enter]. To return to the default setting, touch [Default]. Enter Port. Number. Utility/Counter Port Cancel Enter Default 110 Ito65535 Delete Memory Free 100% 7 Touch [Enter]. 200/250/350 3-31 3 POP3 User Name Setup 1 2 In the Network Setting screen, touch [POP3 Settings]. Touch [POP3 User Name]. POP3 Settings POP3 Server Address POP3 User Name POP3 Password Auto-RX Check . . Enter .

Check OFF Memory Free 100% 3 Type in the POP3 user name, and then touch [Enter]. POP3 User Name public @QW A Z S X E D C R F V T G Cancel Enter Del. Y H B N U J I K M . _ O L , P SPACE Alpha Caps Memory Free 100% 3-32 200/250/350 Setup POP3 Password 3 1 2 In the Network Setting screen, touch [POP3 Settings]. Touch [POP3 Password].

POP3 Settings POP3 Server Address POP3 User Name POP3 Password Auto-RX Check . . Enter . Check OFF Memory Free 100% 3 Touch [New Password], type in the POP3 password, and then touch [Enter]. Change password. Utility/Counter Change Password New Password Confirm New Password Cancel Enter Memory Free 100% 4 Touch [Confirm New Password], type in the SMTP password again, and then touch [Enter]. 200/250/350 3-33 3 Auto-RX Check Setup 1 2 In the Network Setting screen, touch [POP3 Settings]. Touch [Auto-RX Check]. POP3 Settings POP3 Server Address POP3 User Name POP3 Password Auto-RX Check . . Enter . Check OFF Memory Free 100% 3 Type in the interval for POP3 reception using the keypad, and then touch [Enter]. If POP3 reception is not to be performed automatically, touch [Check OFF]. Set interval for POP3 check. Utility/Counter Auto-RX Check Cancel Enter Check OFF 10M.

Ito99 Memory Free 100% 3-34 200/250/350 Setup 3 Mail/Scan Settings (E-Mail Mode) You can specify the maximum transmission size, the maximum transmission quality, and the encoding method that are given priority when sending an Internet fax. The transmission size setting specified here is the default setting when programming a one-touch dial button. When sending Internet faxes, the recipient may not be able to view the data if the receiving machine does not support the transmitted size, quality, or encoding method. If the maximum settings have been specified in E-Mail Mode in advance, the transmission settings are adjusted to the specified maximum, even if the settings specified for the transmission exceed the maximum. In E-Mail Mode, settings can be specified for the following. Item TX Size (Max.) TX Quality (Max.) Coding Method Description Specify the maximum document size that can be transmitted. Select "Letter", "Legal", or "11 x 17". Specify the maximum resolution that can be sent. Select "200 dpi", "400 dpi", or "600 dpi". Select the encoding method for data to be sent. Select "MH", "MR", or "MMR". The data capacity is lowest with "MMR" and highest with "MH". 3.

8 TX Size (Max.) 1 2 In the Network Setting screen, touch [Mail/Scan Settings]. Touch [E-Mail Mode]. Mail/Scan Settings E-Mail Mode Scan Mode Enter Memory Free 100% 200/250/350 3-35 3 3 Touch [TX Size (Max.)].

Setup Select E-Mail Mode. Utility/Counter E-Mail Mode TX Size(Max.) TX Quality(Max.) Coding Method 11x17 600dpi MH Memory Free Enter 100% 4 Select the maximum document size for transmission, and then touch [Enter]. Select Max. TX Size. Utility/Counter TX Size(Max.) Cancel Enter Letter /Legal 11x17 Memory Free 100% 3-36 200/250/350 Setup TX Quality (Max.) 3 1 2 In the Network Setting screen, touch [Mail/Scan Settings]. Touch [E-Mail Mode].

Mail/Scan Settings E-Mail Mode Scan Mode Enter Memory Free 100% 3 Touch [TX Quality (Max.)]. Select E-Mail Mode. Utility/Counter E-Mail Mode TX Size(Max.) TX Quality(Max.) Coding Method 11x17 600dpi MH Memory Free Enter 100% 200/250/350 3-37 3 4 Setup Select the maximum resolution for transmission, and then touch [Enter]. TX Quality (Max.) can be changed. Utility/Counter TX Quality(Max.)



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) Cancel Enter 200dpi 400dpi 600dpi Memory Free 100% 3-38 200/250/350 Setup Coding Method 3 1 2 In the Network Setting screen, touch [Mail/Scan Settings].
 Touch [E-Mail Mode]. Mail/Scan Settings E-Mail Mode Scan Mode Enter Memory Free 100% 3 Touch [Coding Method]. Select E-Mail Mode.
 Utility/Counter E-Mail Mode TX Size(Max.) TX Quality(Max).

) Coding Method 11x17 600dpi MH Memory Free Enter 100% 200/250/350 3-39 3 4 Select the encoding method, and then touch [Enter]. Setup Select Coding Method. Utility/Counter Coding Method Cancel Enter MH MMR MR Memory Free 100% 3-40 200/250/350 Setup 3 Mail/Scan Settings (Scan Mode) You can specify the file format and encoding method for transmitting files with the Scan to E-Mail, Scan to FTP, Scan to SMB, or Scan to HDD operations. The transmission size setting specified here is the default setting when programming a one-touch dial button. In Scan Mode, settings can be specified for the following.

Item File Type Description Select the file format (TIFF or PDF) for sending files. If "TIFF" was selected, the setting changes to "Multi Page TIFF" with the Scan to FTP, Scan to SMB or Scan to HDD operation. Select either "MH" or "MMR" as the encoding method for the selected file format. The data capacity is lowest with "MMR" and highest with "MH". 3.9 Coding Method To specify the scan mode settings 1 2 In the Network Setting screen, touch [Mail/Scan Settings]. Touch [Scan Mode]. Mail/Scan Settings E-Mail Mode Scan Mode Enter Memory Free 100% 200/250/350 3-41 3 3 Setup Select the file format and encoding method, and then touch [Enter]. Set the default for Scan-to-PC. Utility/Counter Scan Mode File Type TIFF PDF Cancel Enter Coding Method MH MMR Memory Free 100% 3-42 200/250/350 Setup 3 Scanner Settings Settings can be specified for the following.

Item Activity Report RX Doc. Header Print E-Mail Header Text Description Specify whether to be notified of the Internet fax reception results. Select whether to print the e-mail header on the first page of a document received through Internet faxing. Text can be added to Scan to E-Mail and Internet fax text. Fixed Text: Inserts the text that has been registered on this machine in advance. Custom Text: Inserts any desired text. OFF: Does not insert any text. With Scan to E-Mail, fixed text is inserted, even if "OFF" is selected. 3.10 2 Note You can save any text using PageScope Web Connection.
 For details, refer to "E-Mail/Internet FAX (Administrator mode)" on page 9-72. Gateway TX Subject Registration Always select "Restrict" for this machine. When sending with Scan to E-Mail or Internet faxing, the subject can be specified. Up to 4 subjects can be registered, allowing you to use different subjects depending on the contents of the transmission. Up to 40 characters can be entered.
 When performing Scan to E-Mail or sending Internet faxes, specify whether to separate and attach the scanned original document data. The separation types that can be specified are described below. Page Division: Used when performing Scan to E-Mail and sending Internet faxes. Sends the scanned data separated into pages. Binary Division: Used when performing Scan to E-Mail.
 Sends the specified data separated into portions of a specified size. Divide Settings 2 Note The binary division function may not be usable depending on the e-mail software used by the recipient. 200/250/350 3-43 3 Setup In the Divide Settings screen, settings can be specified for the following. Item Page Division Description Used when performing Scan to E-Mail and sending Internet faxes. Select whether scanned data is divided into pages when being sent. Used when performing Scan to E-Mail. Select whether scanned data is divided into fixed portions when being sent. Binary Division 2 Note The binary division function may not be usable depending on the e-mail software used by the recipient. Binary Division Size When "Binary Division" is set to "ON", enter a division size between 16 and 2,000 KB. 3-44 200/250/350 Setup Activity Report 3 1 2 In the Network Setting screen, touch [Scanner Settings].

Touch [Activity Report]. Scanner Settings Activity Report E-Mail Header Text Gateway TX Subject Registration Divide Settings ON Enter RX Doc. Header Print OFF Fixed Text Restrict Memory Free 100% 3 Select "ON" or "OFF", and then touch [Enter]. Internet FAX RX Report Settings can be programmed. Utility/Counter Activity Report Cancel Enter ON OFF Memory Free 100% 200/250/350 3-45 3 RX Doc. Header Print Setup 1 2 In the Network Setting screen, touch [Scanner Settings]. Touch [RX Doc. Header Print]. Scanner Settings Activity Report E-Mail Header Text Gateway TX Subject Registration Divide Settings ON Enter RX Doc. Header Print OFF Fixed Text Restrict Memory Free 100% 3 Select "ON" or "OFF", and then touch [Enter].
 Select ON or OFF for Header Print on Internet FAX RX. Utility/Counter RX Doc. Header Print Cancel Enter ON OFF Memory Free 100% 3-46 200/250/350 Setup E-Mail Header Text 3 1 2 In the Network Setting screen, touch [Scanner Settings]. Touch [E-Mail Header Text]. Scanner Settings Activity Report E-Mail Header Text Gateway TX Subject Registration Divide Settings ON Enter RX Doc.
 Header Print OFF Fixed Text Restrict Memory Free 100% 3 Select the text insertion method, and then touch [Enter]. Select Text for E-Mail header sheet. Utility/Counter Insert TX Document Cancel Enter Fixed Text Custom Text OFF Memory Free 100% 200/250/350 3-47 3 Subject Registration Setup 1 2 In the Network Setting screen, touch [Scanner Settings]. Touch [Subject Registration]. Scanner Settings Activity Report E-Mail Header Text Gateway TX Subject Registration Divide Settings ON Enter RX Doc.
 Header Print OFF Fixed Text Restrict Memory Free 100% 3 Touch the number of the subject to be registered or changed, type in the text, and then touch [Enter]. Select Subject. Utility/Counter Subject Registration 1 2 3 4 Enter Test Mail 1 Memory Free 100% 4 Touch [Enter]. 3-48 200/250/350 Setup Divide Settings 3 1 2 In the Network Setting screen, touch [Scanner Settings]. Touch [Divide Settings]. Scanner Settings Activity Report E-Mail Header Text Gateway TX Subject Registration Divide Settings ON Enter RX Doc. Header Print OFF Fixed Text Restrict Memory Free 100% 3 Select "ON" or "OFF" for Page Division and Binary Division. Utility division settings. Utility/Counter Division Settings Page Division Binary Division Binary Division Size ON OFF 500KB Enter Memory Free 100% 200/250/350 3-49 3 4 If "Binary Division" is set to "ON", touch [Binary Division Size].



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